

THE COMMONWEALTH OF MASSACHUSETTS  
OFFICE OF CONSUMER AFFAIRS AND BUSINESS REGULATION

**DEPARTMENT OF  
TELECOMMUNICATIONS & ENERGY**

ONE SOUTH STATION

**BOSTON, MA 02110**  
**(617) 305-3500**

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COMMISSIONER

December 3, 2004

SENT BY E-Mail, and  
First Class U.S. Mail

Emmet E. Lyne, Esq.  
Rich May, PC  
176 Federal Street  
Boston, MA 02110-2233

Re: The Berkshire Gas Company, D.T.E. 04-101

Dear Mr. Lyne:

Enclosed please find information requests by the Department of Telecommunications and Energy to The Berkshire Gas Company in regards to the above-captioned matter. Please submit copies of the Company's responses to the Department by 5:00 p.m., December 10, 2004.

Should you have any questions please contact me at (617) 305-3762. Thank you for your prompt attention to this matter.

Sincerely,

Jody Stiefel  
Hearing Officer

Enc.  
cc: Service List

FIRST SET OF INFORMATION REQUESTS OF  
THE DEPARTMENT OF TELECOMMUNICATIONS AND ENERGY TO  
THE BERKSHIRE GAS COMPANY

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Pursuant to 220 C.M.R. 1.06(6)(c), the Department of Telecommunications and Energy ("Department") hereby submits to The Berkshire Gas Company ("Berkshire" or "Company") the following information request(s).

**INSTRUCTIONS**

The following instructions apply to this set of Information Requests and all subsequent Information Requests issued by the Department to the Company in this proceeding.

1. Each request should be answered in writing on a separate, three-hole punch page with a recitation of the request, a reference to the request number, the docket number of the case and the name of the person responsible for the answer.
2. Do not wait for all answers to be completed before supplying answers. Provide the answers as they are completed.
3. These requests shall be deemed continuing so as to require further supplemental responses if Berkshire or its witness receives or generates additional information within the scope of these requests between the time of the original response and the close of the record in this proceeding.
4. The term "provide complete and detailed documentation" means:  
  
Provide all data, assumptions and calculations relied upon. Provide the source of and basis for all data and assumptions employed. Include all studies, reports and planning documents from which data, estimates or assumptions were drawn and support for how the data or assumptions were used in developing the projections or estimates. Provide and explain all supporting work-papers.
5. The term "document" is used in its broadest sense and includes, without limitation, writings, drawings, graphs, charts, photographs, phono-records, microfilm, microfiche, computer printouts, correspondence, handwritten notes, records or reports, bills,

checks, articles from journals or other sources and other data compilations from which information can be obtained and all copies of such documents that bear notations or other markings that differentiate such copies from the original.

6. If any one of these requests is ambiguous, notify the Hearing Officer so that the request may be clarified prior to the preparation of a written response.
7. Please serve a copy of the responses on Mary Cottrell, Secretary of the Department, and submit two copies of the responses to Jody M. Stiefel, Hearing Officer.

### **REQUESTS**

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| DTE 1-1 | Please provide all invoices for 2004 Residential Conservation Service ("RCS") purchases and services that were provide to Berkshire customers.   |
| DTE 1-2 | Refer to Exh. 2A. Please explain in detail the increase in administrative salaries and fringe benefits (Account 916.13).   |
| DTE 1-3 | Refer to Exh. 2A. Please give a complete breakdown of Advertising, Promotion and Tier 1 Staffing expenses (Account 916.12).  |
| DTE 1-4 | Refer to Exh. 3A. Please explain why Berkshire's RCS Surcharge for 2005 (\$0.30) is two to three times greater than all other Local Distribution Companies. Provide all work papers and related materials. |